



career opportunity

California Department of Technology

Statewide Technology Procurement Division
Staff Information Systems Analyst (Specialist), \$5,295 - \$6,963
Permanent/Full-time
Final File Date: 09/09/2015

Who Are We?

As *the* central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state's Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State's IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in Rancho Cordova with free parking.

What You'll Be Doing...

As the Staff Information Systems Analyst (Specialist), under the general supervision of the Senior Information Systems Analyst (Supervisor), you will have responsibility for development of innovative procurement approaches and coordinate and control all aspects of complex Information Technology project acquisitions in accordance with Public Contract Code 12100 for the procurement of Non-delegated IT goods and services and management of related contracts..

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

For a more complete job description, click on [Staff Information Systems Analyst \(Specialist\)](#) to view the Duty Statement.



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Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

The successful incumbent should possess:

Broad Experience and thorough understanding of:

- Conducting medium and large scale, complex IT reportable project procurements.
- Managing contracts, preferably IT contracts.
- Conducting contract negotiations and managing contracts, preferably IT contracts.
- State procurement processes, including the Information Technology Procurement Plan process; FSR requirements, and State protest process.
- Federal Acquisition Regulations, including IT or Electronic Systems type Contracts, Acquisition Plans, IFB/RFP development, price analysis and negotiations, Final Revisions, award, and Post-Award Conferences.

Ability to:

- Conduct market research using the tools and techniques for strategic sourcing.
- Resolve procurement protests.
- Handle multiple projects simultaneously and accept challenges.
- Provide the highest level of customer service.

How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Leslie Gibson, RPA 15-036
For inquiries, please call (916) 431-4053

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

To be considered for the position of a **Staff Information Systems Analyst (Specialist)** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

The Fine Print...

Applications will be accepted only from individuals currently at the **Staff Information Systems Analyst (Specialist)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

